

**TOWN OF VIENNA, VIRGINIA**  
**JOB DESCRIPTION**

**JOB TITLE: FLEET MAINTENANCE COORDINATOR**  
**VEHICLE MAINTENANCE DIVISION**  
**PUBLIC WORK DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under occasional supervision, performs a variety of routine-to-moderately complex administrative and clerical work in order to effectively support the Vehicle Maintenance Division. Work involves coordinating activities relating to fleet maintenance as it applies to all Town vehicles and equipment, budget preparation, and supervision of the parts operation and staff; determining priority and assigning duties to the mechanics when the Superintendent and Supervisor are unavailable; maintaining and updating a variety of cost, work, fuel, parts, and fleet maintenance reports and records; providing various cost and use analysis for department and division personnel for budgetary planning, conducting inventory control analysis and audits, and adapting and refining software applications to create necessary reports; maintaining and programming a database to successfully meet changing requirements for annual submission of street expenditures to the Virginia Department of Transportation; and ensuring all records are in compliance with State mandates. Reports to the Vehicle and Equipment Maintenance Superintendent.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Assumes responsibilities of Vehicle and Equipment Maintenance Division and personnel when the Vehicle and Equipment Maintenance Superintendent and Supervisor are unavailable.

Oversees, supervises, and reviews work of the Parts Clerk.

Maintains inventory control; monitors fuel use; determines order quantities and stock levels for parts to ensure minimal downtime of vehicles and equipment; manages weekly and annual inventory audits; monitors invoices for compliance with contract prices; tracks and review inventory records to ensure parts are purchased from the lowest priced vendor.

Maintains vehicle maintenance and replacement records; updates vehicle costs; enters work and fuel reports; enters new vehicles into system; updates, vehicle, mechanic, vendor, and parts records.

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Creates and provides timely reports for all departments containing information on vehicle costs, repairs, mileage, miles per gallon, and maintenance schedules; prepares charge back reports for various departments and fiscal year reports as well as any specialized reports.

Compiles and submits reports for various divisions to help maintain, improve, and update files and reports.

Provides reports for Virginia State inspections; orders State inspection supplies; files Department of Motor Vehicle inspection reports; completes paperwork; applies for registration, tags, and renewals for vehicles; maintains files on undercover vehicles.

Works with Superintendent to maintain Vehicle Replacement Program, budget reports, and other reports as required; works with Superintendent to determine preventative maintenance requirements and schedules; maintains preventative maintenance schedules, updates, and records; maintains and ensure warranty requirements are utilized for vehicles and equipment.

Develops and maintains database for Virginia Department of Transportation street maintenance payment records for State funding; provides reports for Virginia Department of Transportation payments; enter Virginia Department of Transportation work reports; updates records for labor, material, and vehicles rental rates; develops rental rates for specialized equipment; programs updates, adjustments, and new files.

Compiles and maintains records submitted by other divisions.

Attends seminars and meetings.

Meets with government representatives; prepares detailed reports to be submitted to FEMA, Virginia State, or other governmental agencies when required for emergencies.

Receives and/or reviews various records and reports such as invoices, mechanic reports, vehicle reports, street reports, and division reports/invoices.

Prepares and/or processes various records and reports such as vehicle reports, inventory analysis, budget reports, Virginia Department of Transportation reports, and FEMA.

Refers to vehicle reports, street reports, Vehicle Replacement Program, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of equipment such as calculator, copier, fax machine, two-way radio, personal computer, printer, etc.

Uses a variety of tools such as classes/seminars, Virginia Department of Transportation regulations, vehicle and equipment manuals, computer manuals, stapler, scissors, hole punch, etc.; a variety of supplies such as general office supplies, etc.; and a variety of computer software such as Fleet Controller, Adobe, Microsoft Office, Microsoft Access, Microsoft Excel, Microsoft Word, Internet Explorer, Outlook Express, etc.

Interacts and communicates with various groups and individuals such as the Vehicle and Equipment Maintenance Superintendent, department heads, Superintendents/Supervisors, Parts Clerk, Vehicle Supervisor, Mechanics, merchants, and the general public.

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### **ADDITIONAL JOB FUNCTIONS**

Provides computer assistance to various divisions to help maintain, improve, and update files and reports.

Prepares, coordinates, and hosts Citizens Public Works Day.

Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing systems, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent supplemented by five to six years of responsible administrative or clerical experience in fleet maintenance management or closely related field; or an equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, audio tape recorders, copiers, calculators, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and/or directions to subordinates and receiving direction from supervisor.

**Language Ability:** Requires the ability to read a variety of policy and procedure manuals, computer manuals, reference materials, etc. Requires the ability to enter data into computer and prepare reports, correspondence, forms, records, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech. Must be able to speak with poise, voice control, and confidence and to articulate information to others.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to use influence systems in supervising staff; to learn administrative principles and techniques and to make routine independent judgments in the

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absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give oral and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, and to determine time. Must be able to use practical applications of fractions, percentages, ratio, and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

**Manual Dexterity:** Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency or tight deadline. The worker is subject to tension as a regular, consistent part of the job.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of Vehicle Maintenance Division of the Public Works Department as they pertain to the performance of duties of the Fleet Maintenance Coordinator. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the Town and of related departments and agencies. Is able to research program documents and narrative materials, and to compile reports from information gathered. Is able to develop and modify work procedures, methods, and processes to improve efficiency. Is able to comprehend, interpret, and apply regulations, procedures, and related information. Has considerable knowledge of modern office practices and procedures, including knowledge of popular computer-driven word processing, spreadsheet, and file maintenance programs. Has knowledge of basic bookkeeping principles and procedures. Is able to type and enter computer data with speed and accuracy. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret

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various documents and related materials pertaining to the responsibilities of the job. Is able to maintain administrative and financial records with accuracy and confidentiality. Is skilled in the use of computers for data processing, word processing, and records management. Has knowledge of how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is able to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to use independent judgment as needed in performing routine tasks. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has knowledge of how to react calmly and quickly in emergency situations. Is able to plan, organize, and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Is able to learn and utilize new skills and information to improve job performance and efficiency.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

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**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

**Leading:** Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

**Controlling:** Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

**Delegating:** Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

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**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**